

Required Documents:

The following documents are required for a complete application. Missing documentation may result in delays of approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with a completed and signed application form.**

Completed Building Permit Application Form

A copy of this requirement list showing confirmation of the documents submitted by checking the box next to each requirement.

Application fee (**Note:** *You will receive a notice for payment from Planning, once your application has been processed by the Permit Clerk*)

Current copy of Certificate(s) of Title issued not more than 30 days from the application date (Not required for renewals)

A copy of the Emergency Escape Plan as required under the current National Fire Code which is to be posted in each guest room.

Site Plan (scaled in metric) including:

- North arrow
- Legal description and municipal address
- Building footprint
- Location of parking stalls for residents and visitors
- Proposed Landscaping/Calculation of total landscaped area

Existing and proposed vehicle parking areas showing:

- Location and width of the driveway(s), including at the property line; and
- Location, dimensions and details for bicycle stalls

Floor Plan (for all floors), including:

- Identification of visitor and principal dwelling rooms
- Dimensions of visitor room(s)
- Door locations and sizes, including exit(s) to visitor room(s)
- Window locations and sizes
- Description of any structural changes, including:

- Adding new exterior doors or windows
- Altering load bearing walls; or
- Adding a beam
- Smoke detector location(s)
- Fire extinguisher location(s)
- Carbon monoxide detector location(s)

Advisory Notes

Should your property be located outside the Ten-Minute Emergency Response Map, alterations to your construction design may be necessary. Please visit the following weblink for more information:

www.canmore.ca